

Making the Most of Technical Advisory Committees Best Practice Sharing – Summer Conference 2015

Thanks to the Skilled & Technical Sciences, Family & Consumer Sciences, Health Professions and Engineering Technology Education program areas for lively discussion and sharing of best practices at Summer Conference! As promised, the notes from each session are aggregated below. As a special surprise, Dr. Doug Major sent a sample TAC member job description to share with you. It is pasted at the end of this document. If you didn't get a hard copy of the Technical Advisory Committee Guidebook during the session, you can download it from our website:

http://www.pte.idaho.gov/pdf/TAC_Handbook_Final_with_Attachments.pdf

Recommendations for who should be on your Technical Advisory Committee

- Industry/business representatives (of course!)
- Former students – they are applying the skills they recently learned and can certainly contribute to curriculum discussions
- Parent of current student – rotate this position so that they aren't expected to stay on the committee past their kid's graduation/exit from the program
- School administrators – principals, PTE administrators, board members, etc. are your internal supporters and by engaging them appropriately you'll increase the level of support for your program
- School counselors – expose them to the careers available through your program for the benefit of future students
- Department of Labor representatives – they can provide labor market information and have connections to businesses
- End users – health care is the example that was provided...include a "patient" for perspective on the customer experience

What's relevant for your Technical Advisory Committee?

- Program goals and outcomes – measuring success
- Curriculum review
- Future industry trends – what's coming next in technology, products, etc. and what are the training implications
- Technology – keeping up to date
- Budget/resource needs – monetary and donations
- Work experiences for students – field trips, job shadowing, internships, mock interviews
- Hiring trends
- Securing guest speakers
- Evaluating/critiquing student work
- Upcoming legislation & its impact on program/industry
- PTSO needs

Other best practices

- Send out minutes shortly after meeting and then again before the next meeting to assist with continuity.
- Report back on any feedback that was incorporated from previous meetings and share results

- Offer to share resources with industry – use of your facility for their training needs in exchange for resources you need
- Ensure that there is interaction between students and TAC members
- Jointly share TAC between secondary and postsecondary
- Provide treats!
- Offer a panel discussion before or after the meeting so that students can ask questions to industry members. Invite the school counselor to attend this part.
- Ensure that the committee is well balanced – geographically, within subsectors of industry, etc.
- Use technology as appropriate to conduct meetings – many business members are used to teleconferences.
- Keep the politics and drama out – they have their own to deal with so ensure they don't get caught up in any school politics

Draft Job Description for TAC members (courtesy of Doug Major)

JOB DESCRIPTION

Title: Business & Education Council Member

Qualifications: Must have experience in the area for which the Council Member serves.
Ability to work with others, guide and support.
Must possess knowledge which will enhance the quality of the student learning experience.
Willingness to provide time, energy and resources.
Must be able to attend meetings, provide input and serve as a mentor to students and instructors.

Essential Functions:

1. Attend meetings, participate, and stay in contact with the program instructor.
2. Share new technical information and industry trends with the instructor.
3. Understand the curriculum and course objectives for relevance and adequacy of content.
4. Be an informed advocate for the technology center when talking with others in the community.
5. Assist/advise the instructor on the type and quantity of instructional equipment to purchase.
6. Offer worksite learning assistance.
7. Allow instructors to participate in your company's technical update training.
8. Help the instructor analyze employment opportunities and needs within the community.
9. Help the instructor in evaluating the competency of graduates.
10. Help with the student organization activities.
11. Serve as a judge at local contests or at district or state if available.
12. Be a guest speaker for the class.
13. Help recruit students.
14. Hire program completers.
15. As business education council member the recommendations you make for program improvement, the advice you give to both the instructor and the students, and the efforts you expend will all help in providing an excellent learning experience for the students.

Compensation:

- Personal satisfaction of involvement in the educational process.
- Knowledge that your business will have a source of well-trained potential employees.
- Public awareness of your involvement
- Your service will provide an opportunity for you to invest in the future of our community and our state.

Term:

Council member will serve a three-year term with the option to renew for a second three-year term. Members completing six (6) years must take a one (1)-year break before returning to the council.